

Working with the DOV Guidelines and Expectations

Updated 12 June '04

Introduction

A truism about laws and regulations is that there is always more than one way to interpret and apply their express intent. Further, the "written word" often allows flexibility in implementation. What follows is an introduction to how I, as your DOV, would like to apply my responsibilities to implement a clearly understood and equitable NYW Check Pilot Program. (Comments are encouraged.)

CAP Flight Management regulations are established by CAPR 60-1 4 November 2001 and Clause 3-7 defines the role of the standardization and evaluation (Stan/Eval) officer. These guidelines are not intended to supplement or delete any provisions of CAP Regulations.

The Selection and Re-appointment of CAP Form 5 and 91 Check and Mission Check Pilots, CAP Instructor Pilots and Unit Stan/Eval Officers.

CAP Form 5 Check Pilots.

1. Qualifications for appointment are established in 60-1 clause 3-2,e.
2. Based upon a review of recommendations from unit commanders and their Stan/Eval officers, the DOV (acting for the wing commander) shall appoint, , "a **limited number** of highly qualified check pilots to assist in the implementation of the wing Standardization and Evaluation Program" - 3-7, b (3).

NOTE: The constraint "limited number" shall be applied by my resting heavily on the judgment of the unit commanders and their operations and Stan/Eval officers to assess their unit's need for a sufficient number of check pilots to provide an effective Stan/Eval Program. The units should be prepared to justify the number of check pilots they determine are required and/or desired for initial appointment and/or reappointment. *Note: Newly certificated instructor pilots (CFIs) are often highly motivated to become check pilots as soon as possible. However appointment is often deferred until they meet reasonable CFI time and teaching experience qualifications to establish a foundation for the judgment required to conduct flight reviews.*

3. Identification and recruitment of CFI's, for consideration as applicants for check pilot training and appointment, within their geographic area, shall be the responsibility of the respective unit. Be aware however, that appointed check pilots are not squadron, group or wing check pilots, but rather are CAP check pilots that can function wing-wide and nationwide. Coordination and cooperation between unit commanders, unit Stan/Eval officers and the wing Stan/Eval officer, is expected and necessary.

4. The wing Stan/Eval officer in cooperation with unit Stan/Eval officers and "check pilot examiners" shall ensure timely training programs to maintain an adequate roster of NYW appointed CAP check pilots.

Note: CAP is moving to an expanded program of glider orientation to support the CAP Cadet Program. The training and check pilot qualification of check pilots for Group 7 aircraft (all gliders) are now described in the NY Wing glider Operations Plan. This plan has been approved by NER and is being reviewed by NHQ/DOT. A copy can be emailed as an attachment to interested personnel.

5. Check pilots are expected to support the Standardization/Evaluation Program in part by:

- a. providing leadership and making presentations to their unit's pilot safety and proficiency training meetings and programs;
- b. providing flight training and testing for pilot/mission pilot qualification requirements, proficiency, currency and the FAA Pilot Proficiency (Wings) Award Program;
- c. providing the required annual CAPF 5 flight checks; and,
- d. assisting the wing Stan/Eval officer in monitoring HQ CAP programs to ensure policies and guidance set by HQ CAP are adequate and effective.

CAPF 91 Mission Check Pilots

1. Qualifications for appointment are established in CAPR 60-1 clause 3-2.h. and 3-9.a. *Note: A CFI rating is not required, but is considered an asset.*

2. Appointments will be made by the DOV (acting for the wing commander), based upon recommendations from unit commanders and/or their operations and emergency services officers.

3. Recruitment for mission check pilot appointments shall be based upon a unit's need for a sufficient number of mission check pilots to ensure effective emergency services programs with timely training and evaluation of mission pilots. The appointee should possess basic training/communication skills and be motivated to encourage and participate in continuing mission pilot and mission crew training.

4. The Wing Stan/Eval officer in cooperation with the Wing's and unit's emergency services and training officers shall ensure that guidelines for effective evaluation of mission pilots per CAPF 91 are adequately documented and mission check pilots trained to apply appropriate evaluation criteria. (e.g. mission pilot test standards structured in a format similar to the FAA Private Pilot PTS for F-5 flight checks.)

5. Loss of Medical: NYW intends to apply the loss of medical provisions for check pilots, 60-1, 4 November 2001(C3), 3-2. e. (5), as equally applicable to mission check pilots.

6. Mission check pilots are expected to support the standardization/evaluation program by:

- a. participation and leadership in their unit's pilot safety training and emergency services meetings and programs;
- b. providing S&R and DR mission skills training for mission pilot qualification requirements and currency as a mentor;
- c. providing the required biennial mission pilot flight checks; and,
- d. assisting the wing Stan/Eval officer in monitoring HQ CAP programs (pilot and emergency services mission pilot topics) to ensure policies and guidance set by HQ CAP are adequate and effective.

The Selection and Re-appointment of Instructor Pilots

CAP instructor pilots shall support the flight and related ground training requirements of CAP Regulations. They are encouraged to motivate CAP pilots to maintain their currency and qualifications and to attain annual recognition in the FAA Pilot Proficiency (Wings) Program.

1. Qualifications for appointment are established in 60-1, clause 3.2,d. All active CAP pilots with FAA/CFI ratings who meet the requirements are encouraged to become CAP instructor pilots and participate in the Stan/Eval program.

2. A request for appointment should be made in cooperation and coordination with unit commanders and/or their operations and Stan/Eval officers. The DOV (acting for the wing commander) shall appoint instructor pilots.

3. A CAPF 5 flight check is required in the make and model of aircraft to be used for instruction and may be given by any CAP check pilot.

4. CAP check pilots who hold valid and current CFI ratings are qualified and expected to serve as CAP Instructor Pilots.

"Check Pilot Examiners"

The Check Pilot's Check Pilot - CAPF 5 and Mission

The 1996 revision of CAPR 60-1 eliminated the designation of "Chief Check Pilot". In its place is an untitled designator of: "CAP check pilots designated by the wing commander to administer check pilot flight checks". The designation was retained in the 10 June 2004 (C1-19 Oct. '04) version of CAPR 60-1.

Check Pilots Receive Flight Checks from:

Because the simple designator "Chief Check Pilot" has been eliminated, NYW has chosen the term "*Check Pilot Examiner*" (CPE) to identify the limited number of highly qualified check pilots we shall use to administer check pilot flight checks. The wing Stan/Eval officer shall make recommendations for appointment with concurrence by the wing commander. CAPR 60-1, 3-5.d.

Non-examiner Flight Checks given to Check Pilots:

Per 3-2.d., a CAP check pilot may also receive an F-5 flight review from a FAA inspector, designated check airman, or designated pilot examiner to meet the flight check requirements as a check pilot.

In cases of limited availability of a check pilot examiner, a one-time designation of CPE may be given by the DOV to a check pilot who meets the time and experience qualifications of FAR 61.195(h) and has the CAP experience of having given 10 CAP F-5 flight checks.

Mission Check Pilots Receive Flight Checks from:

Beginning with the 1 August '98 version of CAPR 60-1, and currently in clause 3-9, a parallel requirement is to be applied for mission check pilot F-91 flight checks. Now, CAPF 91 flight checks for mission check pilots - initial and biennial - must be given by a mission check pilot authorized by the wing commander to administer mission check pilot check rides. NYW has chosen the term "*Mission Check Pilot Examiner*" (MCPE) to identify a mission check pilot's check pilot.

As part of the Stan/Eval Program, the wing Stan/Eval officer with the concurrence of the wing commander, shall appoint a limited number of highly qualified mission check pilots examiners (MCPEs) to assist the implementation of the NYW's mission check pilot program.

Flight Checks given by "Fellow" Check and Mission Check Pilots:

Flight checks may be given by "non-examiner" fellow check pilots at any time to allow the individual to function as a CAP pilot - or to add aircraft type or aircraft group qualification if the check pilot has had an annual check pilot flight check.

Mission check pilots receiving a F-91 flight check from a fellow mission check pilot maintain mission pilot qualifications - not check pilot qualifications.

FAA Pilot Examiner's Role in Providing CAPF 5 Flight Checks.

NYW has at least three FAA designated pilot examiners. A question was recently asked that: "if a designated examiner must take an annual FAA flight check in order to fulfill his/her FAA responsibilities, why must additional CAP flight checks be given in each aircraft group?" My response to that understandable challenge is that: if the individual is functioning as a FAA designated pilot examiner - no additional flight check is needed to give CAPF 5 flight checks. However without an annual CAPF 5 flight check, the member examiner can not function as a CAP pilot or check pilot. These provisions are shown in CAPR 60-1 as:

3-5. c. "A flight check administered by a FAA inspector, designated check airman, or designated pilot examiner, or CAP-USAF Flight Examiner is acceptable provided the individual administering the flight check completes and signs the CAPF 5 and the CAP specific items are verbally covered by an authorized CAP check pilot who also signs the CAPF 5."

2-1. L. The examiner may not charge for the CAPF 5 flight check unless it is conducted in conjunction with an FAA practical test for issuance of a rating.

If the FAA designated examiner is qualified to administer FAA CFI flight checks, he/she may give CAP F-5 check pilot flight checks. If also qualified and appointed as a CAP check pilot he/she is defacto qualified and encouraged to also perform as a NYW Check Pilot Examiner.

Appointment of Unit (Group/Squadron) Standardization and Evaluation Officers

Each Group in New York Wing shall appoint a standardization and evaluation officer and provide his/her name to the DO and the DOV. This officer must be a CAP check pilot (CAPR 60-1, 3-7.) The Stan/Eval officer position description is published in CAPR 20-1, *Organization of Civil Air Patrol*.

Units below Group level, (i.e. squadrons), are also expected to appoint a standardization and evaluation officer and provide his/her name to the DO and the DOV. If at all possible this officer shall be a CAP check pilot, however a CAP CFI instructor pilot may fulfill this position if a CAP check pilot is not available.

Check Pilot Records - Maintenance and Communication

A challenge to CAP check pilots and pilot applicants has often focused on the paperwork required to ensure qualifications and assure concurrence to meet mission requirements. The current CAPR 60-1, 2-8. simplifies maintenance of pilots records - as a minimum - to one location; the pilot's assigned unit (within 10-days of the flight check). *(A supplement has been approved to provide for wing assigned pilots to have their pilot records maintained at the unit most convenient to the pilot's geographic location.)*

There is an exception however, requiring that "check pilot records will be duplicated at the Stan/Eval office. To follow the procedures established in CAPR 60-1, 2-9 as closely as possible, it is expected the required duplicate records of check pilot and mission check pilot flight checks and check rides will be forwarded to the wing Stan/Eval officer within ten (10) days of the flight check by the individual check pilot. The wing Stan/Eval shall be responsible for the currency and qualification records of check pilots as check pilots. Although not expressly required by the regulations, the DOV has been maintaining "duplicate" records for NYW instructor pilots to facilitate their future possible upgrading to check pilots and as a minimum needs a copy of the annual F-5, current medical, Flight Review and CFI certificate.

Caution: When CFI check pilots provide a copy of their instructor certificates - the front side shows the date of issuance, while the back side shows the date of expiration. They can differ by up to three months - please provide both sides or note the difference.

Note: The new CAPR 60-1 requirement in clause 3-5.c., discouraging flight checks by the same CAP check pilot two years in a row requires additional record keeping by check pilots of “to whom” and “when” F-5 flight checks are given.

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Prior to submission of hard copy, I encourage your making timely awareness of a flight checks satisfactory completion by e-mail to your unit DO and to: zavadarc@netacc.net for all CP/IP/MCPs.

Note: NY Wing implemented a pilot database in November of 2003. This database supplements the physical pilot record files, but, for the present time, does not supersede the physical record retention requirements of Clause 2-8. Pilots must be current on the NYW database of “Active Pilots” to be released by a FRO as PIC. See the NYW Web site and separate documentation for details

LTC Roland J. Zavada, CAP NYW/DOV